



COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

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COMMONWEALTH of VIRGINIA

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Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim Catherman, Deputy Commissioner, Support Services

DATE: January 13, 2004

SUBJECT: IRS Nonprofit Informational Brochures

Below is a paraphrased press release from the IRS.

On Nov. 17 the IRS released two new brochures aimed at helping charities. The first, *Applying for 501(c)(3) Tax-Exempt Status*, answers questions such as why to apply for 501(c)(3) status, who is eligible, what are the responsibilities, and how to apply. The second brochure, *Compliance Guide for 501(c)(3) Tax-Exempt Organizations*, directs nonprofits on why to keep good financial records, what to keep records on, how long the records should be kept, what federal tax reports and returns need to be filed, and what disclosures an organization must make. They can be found on the IRS web site at <http://www.irs.gov/charities/article/0,,id=117894,00.html>.

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MEMORANDUM

TO: AAA Directors
FROM: Bill Peterson
DATE: January 13, 2004
SUBJECT: DSS Adult Services Policy Finalized

Note: Please refer to Tuesday Email #04-58 (December 23, 2003).

The DSS board has finalized changes to the Adult Services/APS policy and a copy is available on the DSS website at <http://www.localagency.dss.state.va.us/divisions/dfs/as/manual.cgi>. I believe the documents there are in .pdf format.

As part of Email # 04-58, I attached the DSS manual transmittal which discusses the changes that the board had proposed. You may want to check this transmittal for a quick review of the changes. The new policy was effective beginning January 1, 2004. Questions should be directed to Ms. Terry A. Smith, Adult Services Program Manager, at 804-726-7538.

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MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen Nau, Human Services Program Coordinator

DATE: January 13, 2004

SUBJECT: National Family Caregiver Support Program

Resources for Caregivers and Professionals

The General Accounting Office (GAO), at the request of the Senate Aging Committee, Chairman Larry Craig (R-ID), compiled a list of all the documents it issued in 2001 and 2002 that pertain to programs for seniors. This material is divided into health care, income security, veteran's issues and other matters. Aging Issues (GAO--04-275R) is on line. Contact GAO at (202) 512-4800, or e-mail: www.gao.gov.

Baltimore County, Maryland, produced a user friendly "Taking Care of Mom and Dad" CD-ROM that covers everything a family needs to know about legal issues and resources regarding its elderly members. The CD was developed under the leadership of Arnold Eppel, Director of the Baltimore County Department of Aging under a grant from the National Family Caregiver Support Program. Baltimore County distributed free copies at county senior centers and public libraries. The Baltimore Sun distributed some 140,000 copies to its county subscribers on December 28. Five copies of the CD were sent to the State Governors. A copy of the CD can be obtained by writing Arnold Eppel at the Baltimore Department of Aging, 611 Central Avenue, Towson, MD 21204.

Conference

Proposals are being accepted now through February 2 at <http://www.alz.org/educationconference2004/presentation.htm> for the July 16-18, 2004 12th National Alzheimer's Disease Education Conference in Philadelphia, PA. As a presenter, you would help the 12,000 plus conference attendees learn more about Alzheimer's Disease and caregiving. Contact: Dkuhn@MatherLifeWays.com

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MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: E. Janet Riddick
Director, Center for Elder Rights

DATE: January 13, 2004

SUBJECT: Medicare Rx Sessions and State SHIP Application Information

I am pleased to notify you that VDA has been able to confirm a CMS trainer for 2 or 3 sessions in Virginia on the Medicare Prescription Drug Discount Card program that will start this spring. The sessions will be held during the week of April 19, 2004. We will try to accommodate as many AAA/VICAP staff as possible. Details, site locations, capacities, etc. will be sent to your VICAP Coordinator in the coming weeks.

VDA is currently working on preparation of the State SHIP application to CMS for the period April 1, 2004 through March 31, 2005. This year's application requires much more detailed information on each state's service delivery organization than in previous years. Representatives from CMS have stressed that the reason for the additional, detailed information request is twofold: the agency has been directed to follow a standard format for all solicitations (this is new for CMS); and the agency needs more detailed information on state organizations and service delivery systems to better inform decision makers and potential funders. A memorandum and survey to gather this data will be sent to your VICAP Coordinator this week. We appreciate your cooperation and assistance in submitting this information, within very short timeframes, for submission of Virginia's renewal application.

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen Nau

DATE: January 13, 2004

SUBJECT: Adult Day Care

Robert Woods Johnson Foundation Study of Adult Day Services

A nationwide study of adult day services, supported by the Robert Woods Johnson Foundation and conducted by *Partners in Caregiving: The Adult Day Services Program*, concludes that the option of having loved ones placed in adult day care for caregiving as opposed to nursing homes is very limited. Nationwide, there are 3,407 adult day centers – less than half the number needed. An online map at the Robert Woods Johnson website, www.rwjf.org, shows that Virginia needs 146 adult day care centers. Only 24% of the need for adult day services is being filled in Virginia. For each state, the map also has bar graphs showing revenue sources, costs versus fees and the proportion of centers operating at a deficit.

Medicare Demonstration Projects for Adult Day Services

The Medicare Prescription Drug Bill (P.L. 108-173) signed by President Bush in December 2003, has a provision for funding for demonstration projects to allow persons who qualify for Medicare home health care to receive those services at an adult day facility. The initiative will be limited to 15,000 participants at five sites over a three-year period. Lisa Gables, Executive Director of the National Adult Day Services Association (NADSA) view the projects as step in making adult day services an option to nursing home placement for the disabled elderly. Contact: www.nadsa.org.

SUBJECT: Adult Day Care
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Emergency Preparedness

The Federal Emergency Management Administration has a curriculum on evacuating seniors and other special needs persons in the event of a disaster. Available on CD ROM, *Emergency Planning and Special Needs Population* (G107) includes an instructor guide and student manual. There has been a great demand for G107 and FEMA has not been able to mail out all the requested CDs. You may download the information at <http://training.fema.gov/emiweb>. **This is not a self-paced, self-study or computer based training course.** FEMA encourages you to attend the course when it is offered in Virginia by contacting your State Training Office of Emergency Management.

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Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Faye D. Cates, MSSW, Human Services Program Coordinator

DATE: January 13, 2004

**SUBJECT: BAY AGING ANNOUNCES NEW DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT (HUD) FUNDING**

Bay Aging, Inc. continues to be a mover and shaker in the senior housing arena in the Northern Neck-Middle Peninsula region. Having already received HUD funding for 6 senior housing developments, they most recently received \$1,586,200 to construct a senior apartment in Westmoreland County. Attached is the press release about this new initiative. Kudos to Allen Gemerek and his staff on making the construction of safe and affordable senior housing a priority for Bay Aging, Inc.

PRESS RELEASE

FOR IMMEDIATE RELEASE

JANUARY 06, 2004

Bay Aging has received a \$1,586,200 capital advance grant from the Department of Housing and Urban Development to construct an apartment complex for the elderly in Westmoreland County, just outside the Town of Montross. In addition, Bay Aging received \$359,500 in rental subsidies to help keep these apartments affordable for local citizens who are 62 years of age or older.

The senior apartment complex is scheduled to be built behind the Family Dollar and Food Lion stores in Montross Marketplace on the west side of Route 3. The HUD funding will permit 24 one-bedroom units and a community room to be placed on the site. It is envisioned that the complex will have a single story, four-plex design, preserving as much of the "green space" as possible. Bay Aging already manages Mill Pond Village, a similarly designed and nearby apartment property located in the Town of Montross.

"We hope construction will begin in 2005," said Allyn Gemerek, President of Bay Aging. "We still have a lot of development work to complete for HUD, but will start building as soon as we are given the authorization to proceed. There is high demand for safe, decent and affordable senior housing in this area. We have already had calls from local citizens asking when the apartments will be ready."

Bay Aging previously received support from the Westmoreland Board of Supervisors, the Montross Town Council and neighbors and community organizations for this proposed development.

"Public water will be supplied by the County water system," Gemerek reported. "and we will tap into the Montross-Westmoreland Sewer Authority sewer system."

"These grants are very competitive, and usually one urban and one rural project are funded in Virginia each year. I think other residents will be very pleased with the quality of apartments we build and manage. In addition, many neighbors have mentioned that Mill Pond Village has been great for the community and that it will be nice to have another senior citizen housing community where residents can receive supportive services to assist them in maintaining their independence."

Residents of the apartments will have annual income limitations of less than \$16,400 for a single person and \$18,750 for a couple. No household will have to pay more than 30 percent of its monthly income as rent and all residents will receive a utility allowance.

Bay Aging has previously received six other HUD grants to build senior apartments. The Meadows, a 33-unit project in Colonial Beach, opened in 1997. Winters Point, a 27-unit project in West Point, opened in 1999. Daffodil Gardens in Gloucester opened its 64 units for occupancy in 2001. 24-unit Mill Pond Village opened in 2002 and Tartan Village, 22 units in Kilmarnock, is due to rent-up in Fall of this year.

For additional information about the proposed senior apartments to be built outside the Town of Montross or to have your name added to a pre-applicant list with no obligation, contact Bay Aging at (804) 758-2386.

END OF RELEASE

**FOR ADDITIONAL INFORMATION CONTACT JOSHUA GEMEREK,
VICE PRESIDENT, PROPERTY MANAGEMENT
758-2386 or jgemerek@bayaging.org**

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Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen Nau, Human Services Program Coordinator

DATE: January 13, 2004

SUBJECT: Kinship Care – Intergenerational Activities

January Meeting

The Kinship Care Initiative Statewide Task Force and Information Network will meet on January 29, 2004 at 10 A.M. in the Virginia Department for the Aging Board Room. Emphasis of the meeting will be on intergenerational activities and Virginia General Assembly 2004 legislation of interest to the Task Force. Our meeting will lead off with a presentation by Kelli A. Turner, Communications, Public Affairs and Education Manager, Virginia Department of Fire Programs. The Fire Department received a grant from the Governor's Office for an intergenerational program on fire prevention and safety. Ms. Turner is seeking the Task Force's input on developing various aspects of this grant. Rhonda D. Keith, Injury Prevention Specialist, Center for Injury & Violence Prevention as the Virginia Department of Health will also be involved in this project.

Several AAAs and Task Force Members have received grants under the Governor's Protect and Respect Program. These grants have an intergenerational programming component. At our January meeting, Cindy Reeves from Rockingham Memorial Hospital will discuss the hospital's Brookdale Grant (2003) and her organization's involvement in the Protect and Respect Grant received by Big Brothers, Big Sisters of Harrisonburg Rockingham County. Fran Blum, Director of the Foster Grandparents Program at Senior Connections, Capital Area Agency on Aging will describe the agency's mentoring program that received a Protect and Respect Grant. Jane Tickle, Director of Adult Day Services and Appalachian Agency for Senior Citizens will describe her agency's grant to implement the Teens, Crime and The Community Curriculum. If

SUBJECT: Kinship Care – Intergenerational Activities

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your agency is committed to participating in any of the Protect and Respect grants that have been given to organizations in your locality, please contact Ellen Nau at ellen.nau@vda.virginia.gov.

Discussion of legislative issues will focus on the three bills submitted by Senator Yvonne Miller at the General Assembly in regard to Kinship Care Issues as well as other legislation of concern to children in the Commonwealth. Senator Miller's bills include: SB 78, Definition of Kinship Care; SJ Study of Kinship Care and, SB 35 a subsidized guardianship program for relative caregivers. If you have an issue of particular interest to your kinship care community, please bring it to the attention of the Task Force.

I have attached a registration and lunch order form for the January 29th meeting to this mailing. Checks for lunch should be written to Treasurer, Commonwealth of Virginia and received by Ellen Nau at the Virginia Department for the Aging 1600 Forest Avenue Richmond, Virginia 23229 by COB, Monday, January 26.

Grant Opportunities

The National Council on Aging sponsors the *Family Friends Program* that pairs older volunteers with children who have disabilities or chronic illnesses. Six to eight groups will be funded at \$70,000 a year for 30 months. For further information, consult: www.family-friends.org. Application deadline: January 30, 2004.

The Virginia Department of Health will fund a Gunlocks/Safe Storage Program to reduce unintentional firearm injuries/deaths in Virginia. Grant recipients will receive cable gunlocks and funding for up to \$2500 to implement a program to educate the public and promote gunlocks and safe storage of firearms in homes with children. Application deadline: January 30, 2004. For further information, contact Rhonda Keith at rhonda.keith@vdh.virginia.gov.

**Kinship Care Initiative Statewide Task Force and Information Network
Meeting
January 29, 2004
10:00 A.M.**

Conference Room, Virginia Department for the Aging

Attendee Information:

Name: _____

Organization: _____

Contact Information:

Phone: _____ **FAX:** _____ **Email:** _____

Lunch Order: \$7.30 Per Lunch

Select One Entrée:

_____ **The Café Club** – turkey breast, black forest ham, bacon, Swiss and American cheeses.

_____ **The Ratcliffe** – honey ham, smoked turkey, Swiss cheese, lettuce tomato and mayo.

_____ **Chef Salad**

_____ **Veggie Wrap** – combination of fresh veggies that includes green and red peppers, mushrooms, cucumber and American and Swiss cheeses.

A selection of side orders and desserts will be served.

Select one drink:

Diet Coke ____ **Coke** ____ **Sprite** ____ **Water** ____

Please make checks payable to Treasurer, Commonwealth of Virginia and send with this form to Ellen Nau, Virginia Department for the Aging, Suite 102, 1600 Forest Avenue, Richmond, VA no later than COB Thursday, January 29, 2003. Thank you!

GUN LOCK/SAFE STORAGE PROGRAM

A grant project to develop and implement a gun lock/safe storage program to prevent unintentional firearm injuries and deaths in Virginia



GRANT OPPORTUNITY

Program Description: Grant to develop an innovative community project to educate the public and promote gunlocks and safe storage of firearms in homes with children. This program is coordinated and delivered at the state level by the Virginia Department of Health.

Purpose of Program: To reduce unintentional firearm injuries deaths in Virginia.

Local Organizations Receive: For the project period February 1, 2004 through July 31, 2004, each organization that is chosen will receive cable gunlocks and funding for up to \$2,500 to implement its program.

Participant Requirements: Each participating organization will:

- Develop an innovative public information and education program addressing gun locks and safe storage (must include gun lock distribution)
- Assign a program coordinator
- Create a community collaborative approach to the program
- Provide progress reports, financial status reports, and final reports

Evaluation of applications: Each application will be evaluated on:

- Demographic information
- Need for program
- Benefits of developing and implementing the program
- Implementation of past or current prevention programs
- Resources available (including staffing or proposed staffing)
- Proposed program implementation plan
- Ability to collaborate with community organizations
- Current activities
- Ability to publicize and promote the program

For more information, please contact:

Rhonda Keith, M.S.

Injury Prevention Consultant

Center for Injury and Violence Prevention

Virginia Department of Health

109 Governor Street, 8th Floor

Richmond, VA 23219

tel: 804/ 864-7734

fax: 804/864-7748

e-mail: rhonda.keith@vdh.virginia.gov

Electronic version available at :

<http://www.vahealth.org/civp/fundcivp.asp>

Sponsored by the Virginia Department of Health

GUN LOCK/SAFE STORAGE PROGRAM

A grant project to develop and implement a gun lock/safe storage program to prevent unintentional firearm injuries and deaths in Virginia

2004 GRANT APPLICATION

Applicant: Please briefly address each question in your application. Please fax or mail application to Rhonda Keith, Virginia Department of Health. Fax number: 804/864-7748.

Applications must be received by January 30, 2004.

1. Identify the following:
 - Organization to receive the Gun Lock/Safe Storage program
 - Contact person and contact information (address, phone, fax, and e-mail)
2. Describe the reasons your organization should be selected to receive funding to implement a Gun Lock/Safe Storage program (include need and benefits to the organization/community).
3. Describe your organization's implementation of past or current firearm injury prevention and/or education programs and the success of implementing other programs. What type of program does your organization have in place to educate the community to prevent unintentional firearm injuries?
4. Provide the following information:
 - Size of your service area
 - Number unintentional firearm injuries within the past 5 years
 - Any additional information about your population/demographics
5. What facilities, resources, staff, and volunteers are currently available to implement the program?
6. Describe proposed staffing (paid staff and/or volunteers) by task, current job description, and estimated percentage of time to be allocated to the program.
7. Provide a detailed description (who, what, when, where and how) of the specific activities that would be undertaken to achieve each component of this Gun Lock/Safe Storage program.
8. Describe how your organization would collaborate with community agencies and organizations to promote safe gun storage and gunlocks and evaluate the program.
9. Describe how you would publicize and promote a Gun Lock/Safe Storage program.